

# AGED AND DISABLED WAIVER FORMS INSTRUCTIONS

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**Form Name:** Aged and Disabled Waiver Log

**Purpose:** To record contacts/phone calls with or on behalf of ADW recipients (does not replace required documentation).

- This form may be utilized by anyone at the agency. It does not replace the CM Monthly Contact, Initial Contact or the RN Contact forms.
- The form is a log. Enter the date the contact occurred, document what occurred or what was discussed, and document the contact (ADW participant, John Smith, MPOA, etc.).
- Add the signature under the documentation.
- More than one contact can be placed on the log.

**Here are examples of those who can use the form and how they might use it:**

- **Case Manager Examples:**
  - CM has contacted ADW participant three times throughout the month due to a housing crisis. The Monthly Contact form does not allow enough room to document the phone calls and results of the contacts on behalf of the person.
- **Office Staff Examples:**
  - When a person calls into the office regarding canceling staff, changing schedules frequently, reporting problems with a worker, this form is a way for the office staff to track that information.
- **RN Examples:**
  - RN has received phone calls from the ADW participant's family regarding issues with services or a worker.